



Quality of Life/BERA/Recreation Office

Bicycle Loan Agreement

- ~Contact the Recreation Office at ext. 8481 to check on the availability of a bicycle.
- ~Complete this form, along with required supervisor's signature and account number.
- ~You may use your own helmet or purchase one on a pick ticket (item #K70310) - BSA account number required and approval of Safety Coordinator.
- ~Bicycle Safety information provided by [Safety & Health Services](#).

To ensure that bicycles are taken care of, you will be asked for a BSA account number and a approval signature by your department/supervisor. The account will be charged if repairs are needed to the bicycle upon its return. The cost to replace the bicycle is \$200. A lock w/chain will also be issued with the bicycle.

The following information will be kept on file in the Quality of Life/BERA/Recreation Office.

Name: _____

Life No.: _____

E-mail Address: _____

On-Site Telephone: _____

Dept. BSA Account Number: _____

Department Approval: _____

Print and sign

Bicycle Number: _____

Issue Date: _____

Estimated Return Date: _____

Actual Return Date: _____

Lock Combination: _____

Brookhaven National Laboratory is not liable for injuries that may be sustained while operating this bicycle.



Bicycle Loan Agreement

Initial that
you have read

	I agree to wear the helmet provided whenever riding this bicycle (both on Laboratory grounds and on public roads) and to obey NY State traffic laws.
	I am aware that in order to stop this bicycle I must <u>back pedal</u> . This bicycle is not equipped with hand brakes.
	I agree to protect this bicycle and associated equipment (helmet and combination lock w/chain) from inclement weather and theft to the best of my ability.
	In the event of an accident, theft, or loss of this bicycle or any associated equipment, I will immediately notify the Police and file a report.
	I, personally, will make arrangements to return the bicycle to the Quality of Life Office/BERA/Recreation prior to departure from the Laboratory.
	I understand that this bicycle is being provided for my sole benefit and that Brookhaven National Laboratory receives no benefit by providing me with this bicycle. Accordingly, I hereby waive any claim I may have against BNL arising out of the use of this bicycle, including any claim for personal injury or property damage. I further agree to indemnify BNL and hold it harmless for any claims asserted by third parties against BNL arising out of my use of this bicycle.

I have read, fully understand, and agree to the terms of this agreement.

_____	_____	_____
Borrower's Signature	Print Name	Date
_____	_____	_____
Dept. Approval Signature	Print Name	Date
Please provide a Department BSA Account # _____.		

When approved by department sponsor, please contact the Recreation Office at ext. 8481 for further instructions on how to pick up your bicycle.

QOL/BERA/Recreation Representative Signature

Date

3. Following BNL Bicycling Regulations (SBMS)

Effective Date: **Sep 23, 2005**

Subject Matter Expert:
[Steven Kane](#)

Management System Steward: [Carol Parnell](#)

Applicability This information applies to BNL staff and non-BNL staff riding their own bicycle or a Laboratory-owned bicycle on-site.

Required Procedure All BNL and non-BNL staff must follow the New York State driving regulations when riding a bicycle on-site. Failure to follow them may result in a citation being issued for a traffic violation and disciplinary action. See the section [Issuing Traffic Citations](#) for more information.

Step 1

Bicyclists must follow the New York State traffic laws while riding a bicycle:

- Wear a bicycle helmet: it is Laboratory policy for all cyclists on-site. The bicycle helmet must conform to the [Consumer Product Safety Commission \(CPSC\) Bicycle Helmet Standard](#). **Note:** All helmets issued off-the-shelf from Property & Procurement Management conform to this standard. Only staff who ride Laboratory-owned bicycles are issued these helmets. Staff riding their own bicycles must purchase their own helmets.
- Ride in the same direction as the flow of traffic; keep right where practicable to allow vehicles to pass.
- Ride in a straight line and single file.
- Stop at stop signs and red lights.
- Use a light, reflectors, and reflective clothing during darkness.
- Wear bright clothing during the daytime.
- Ride to the right if you are moving slower than other traffic, unless you are turning left, passing another bicycle or vehicle, or avoiding hazards.
- Keep a safe distance from parked cars.
- Use proper hand signals when turning, stopping, or changing lanes.
- Use extra caution when it is raining, and allow extra time to stop.
- Cross railroad tracks at a right angle to the tracks.
- Walk your bike when using a crosswalk.
- Do not wear headphones on both ears while riding.
- Keep your bike properly maintained so it is safe.
- Do not drink alcoholic beverages or take substances, including prescription medications, that would impair faculties/abilities, and ride.
- Ride defensively.
- Be alert for road hazards.
- Watch for cars at cross streets and driveways.
- Obey all traffic signals.
- Be aware of parked cars and watch for car doors that may open.
- Give pedestrians the right-of-way.
- Refrain from riding on sidewalks.